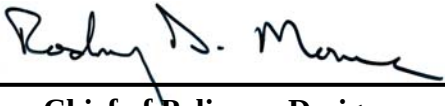


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 7	Number 7	Effective Date 02/28/07	Review Date 2011
Subject INTERVIEW ROOMS			☐ New Order ☒ Replaces O.O. 203-6, (03/29/04) E.O. #01-26, (10/26/01)
References VLEPSC OPR 10.05 CALEA 42.2.10a, 42.2.10b, 42.2.10d, 42.2.10e, 42.2.10f			
 _____ Chief of Police or Designee		02/28/07 _____ Date	

I. PURPOSE

The purpose of this directive is to provide written guidelines for the proper use of interview rooms to ensure the protection of Department personnel and the safety of the arrestee/prisoner.

II. POLICY

Interview rooms are commonly used in the investigative process. The intent of this policy is to ensure that these facilities are utilized in the most professional manner possible.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling or disciplinary action is initiated.

IV. DEFINITION

Interview Rooms – any room(s), whether located in Police Headquarters or at an off-site police facility, that are used by Richmond Police Officers to either conduct custodial interviews of arrestees or non-custodial interviews of witnesses, victims, or suspects. These rooms are not prisoner holding cells.

V. PROCEDURES

A. Authorized Personnel:

1. The Department's interview rooms may be utilized by any Richmond Police Department officer for both custodial interviews of arrestees and non-custodial interviews with witnesses, victims, or suspects.
2. The rooms can also be used by officers from outside agencies as long as the officer is accompanied by a Richmond Police Department officer.
3. ***No more than two (2) law-enforcement personnel shall be allowed in the interview room while an interview or interrogation is being conducted.***
4. The basic responsibility for the safety and security of persons brought into any interview room remains with the original officer unless relieved by a detective.
5. Only those investigators who have received the proper training will be issued keys to the control room that houses electronic recording equipment. Officers not trained may only utilize interview rooms featuring electronic recording equipment if supervised by a trained Department employee.
6. ***When conducting or assisting an interview, officers shall use their department-issued radio to summons assistance, if needed.***

B. Custodial Interviews:

1. To address the protection of Department personnel and the safety of arrestees/prisoners, all persons to be interrogated shall be searched prior to being brought into any interview room.
2. Each arrestee or prisoner will be placed in a separate interview room apart from other prisoners.
3. Arrestees and prisoners will be handcuffed prior to being placed in the interview room. Handcuffs may be removed at the discretion of the officer having physical custody of the prisoner.
4. The interview rooms are not holding cells. If an arrestee or prisoner is left alone in an interview room, there must be a constant monitoring of him/her at all times. Monitoring may be either by visual contact through an open door, window, or two way mirrors or by video and audio monitoring by an officer in the control room. Department personnel shall remain in close proximity to the room and be readily available to intervene on behalf of the arrestee/prisoner at all times. However, in cases involving juveniles, an officer shall not use video monitoring, but will always accompany the juvenile.
5. The arresting officer will ensure that the human needs of persons placed in the interview rooms are met, i.e. restroom, water, food, etc.
6. Officers shall be keenly aware of their proximity to arrestee/prisoners while in interview rooms. Officer safety shall be paramount in all situations. A weapons lock box is provided for officers who wish to secure their weapon.

C. Non-Custodial Interviews:

1. If in the opinion of the officer, a frisk for weapons is necessary, he should ask the suspect or witness to consent to the frisk.
2. There must be a constant monitoring of **witnesses** at all times. Monitoring may be either by visual contact through an open door, window, or two way mirrors or by video and audio monitoring by an officer in the control room. Department personnel shall remain in close proximity to the room and be readily available to intervene on behalf of the suspect(s) or witness(s) at all times. However, in cases involving juveniles, an officer shall not use video monitoring, but will always accompany the juvenile.

D. Interview Room Maintenance and General Guidelines:

1. Prior to and after utilizing an interview room, the room shall be searched for weapons and/or contraband that may pose a threat to not only officer safety, but also suspect safety.
2. Interview rooms are to be maintained by Department members who have received training on the proper use of the audio and visual recording devices and proper handling of a suspect in their care.
3. ***The interview rooms shall not warehouse or store any department-issued equipment.***

VI. ROLES AND ACCOUNTABILITY

A. Officer:

1. Responsible for the overall safety and security of persons brought into an interview room;
2. Conducts arrestee/prisoner search prior to interview or obtains consent to frisk , if necessary, for a non-custodial interview;
3. Ensures that arrestee/prisoner is handcuffed prior to interview;
4. Monitors arrestee/prisoner and witness at all times;
5. Accompanies juvenile at all times during the interview; and
6. Ensures that human needs of the arrestee/prisoner are met.

B. Designated Department Staff:

1. Searches interview room for weapons and/or contraband prior to each interview; and,
2. Responsible for the upkeep of the interview room.

C. Investigator:

Maintains Control Room keys.

VII. FORMS AND DISTRIBUTION

None